

# Ozark First Free Will Baptist Church Nursery Guidelines

## Operational Policies

1. Preschoolers, birth through three years and their workers are the only persons permitted in the nursery area. The only exception is if the nursery worker needs their older child to be with them. This policy will provide greater safety.
2. Children should be brought and picked up by a parent or other responsible person(no siblings under the age of 15).
3. Children should be picked up promptly at the close of the service. Teachers deserve this consideration and your child will feel more secure.
4. Bottles and other containers brought by the parents will be given to each child according to parents' instructions. Formula must be premeasured. Water must also be premeasured in bottles.
5. During nursery time, only disposable diapers are to be used. We recommend pull ups for children that are toilet training.
6. Personal toys are not recommended. They could be damaged or lost.
7. If your child is in the process of toilet training, bring a pull-up and a change of clothes. Please tell your child's teacher that your child is toilet training so that she can better care for your child.
8. Children who show signs of illness, such as high temperature or diarrhea, cannot be accepted in the nursery area. The workers are restricted from giving medication to any child. Diaper cream furnished by parent will be used upon parent request only.
9. When childcare is needed for events held outside of normal church service times, the leader of that event is responsible for childcare for that time. They are also responsible for making sure the preschool area is clean at the end of the event.

## General Guidelines

1. Children older than preschool age are not permitted in the nursery area unless the parent is working in the department at that time.
2. A person under 14 years of age is not to be enlisted as a nursery worker.
3. Nursery workers will be responsible for keeping the rooms clean and free of clutter.
4. No plush toys will be kept in the nursery area.

5. The nursery area will open 15 minutes prior to Sunday School and will close 15 minutes after the 11:15 service ends. Please pick up your child promptly at the close of service.
6. Parents are asked to leave all children at the nursery room window/door. Please do not enter the room.
7. Parents will be notified (by text if we have a cell number) if their child cannot be calmed or is acting disruptively.
8. Parents, other family members and friends are asked NOT to visit the child to “look in” on them. This may upset your child or the other children.
9. To ensure a quick pick up procedure, only one parent should pick up the child. The parent should return the security card to the worker and wait for their child. Please do not enter the room.
10. Children are not to be left in the nursery area alone.
11. Preschoolers may be brought to the nursery area only when the person bringing them is attending a church service.
12. Parents are asked to label items belonging to their child (i.e. diaper bag, coat, etc.).

#### Food Guidelines

1. If requested, infants will be fed formula, milk, juice, or water as provided in bottles.
2. Snacks are common in the preschool area. If your child has a food allergy or a special need related to food, please notify the worker.
3. While in the nursery area, toddlers and older preschoolers are frequently served a snack of Gold Fish or animal crackers.

#### Health Guidelines

1. For the protection of your child and the other children, parents are asked not to bring a child when any of the following exist:
  - a. Fever
  - b. Vomiting or diarrhea within the last 24 hours
  - c. Sore throat
  - d. Croup
  - e. Thrush

- f. Any unexplained rash
  - g. Pink eye
  - h. Head lice
2. If a child develops a fever or other symptoms of illness, he will be isolated and the parents will be asked to take the child home.
  3. The workers will not administer medication to any child.
  4. Parents should report any allergies in writing to the worker at the time of drop off.

### **Security Guidelines**

1. At arrival, parents/guardians will receive their security card for their child/children.
2. When picking up a child, the parent/guardian MUST return the security card. The child will not be released without the return of the security card.
3. No one under the age of 15 will be allowed to pick up a child.

### **Worker Guidelines**

1. Workers in our nursery area must be members of the church.
2. All workers should show love, understanding, and acceptance for all children with whom they work.
3. All workers should greet children as they arrive with a bright smile and warm words.
4. Workers are responsible for putting away toys, books, puzzles, blocks, etc.
5. Workers are asked to find a replacement worker (by trading with another scheduled worker) if they will not be available for their scheduled time.

### **Opportunities to Serve**

For a successful family ministry, parents of nursery/preschool children are strongly encouraged to serve in the nursery/preschool area.

Some of the opportunities to serve are:

- Sunday morning at 10:15
- Sunday morning at 11:15

- Wednesday evening at 7:00